

**VISUAL INFORMATION
(LITTLE ROCK AFB AR)**

1. Objective. As prescribed in AFI 38-201, *Determining Manpower Requirements*, this Air National Guard Manpower Standard (ANGMS) quantifies the full-time manpower required to accomplish the tasks described in the work center description.

2. Authority. AFI 33-series of Air Force and/or Air National Guard directives contain command policy and procedural guidance for the Visual Information work center. This ANGMS has been developed in accordance with procedures contained in AFPAM 38-208VI, *Air Force Management Engineering Program (MEP) Processes*, and is the result of a functional review.

3. Applicability.

- a. This standard applies to the 189th Airlift Group, Little Rock AFB, Arkansas, Visual Information work center.
- b. This standard applies to peacetime operations only.

4. Standard Data:

- a. Classification. Type III.
- b. Approval Date. 1 June 1995.
- c. Man-hour Data Source. Operational Audit (historical record and technical estimate techniques).
- d. Standard Man-hour Equation: $Y = 62.73 + 0.3922X$.
- e. Workload Factor:
 - (1) Title. A Traditional Guardsman Authorized Plus An Average Student Man-Year Supported.
 - (2) Definition. The total number of military authorizations supported plus the average student man-years supported. Use most recent 12 months' average.
 - (3) Sources:
 - (a). A Traditional Guardsman Authorized. Total Authorizations by CBPO (34 Command File Part B) obtained from ANG/MPMD. From the line "Location Total For," obtain the count from the "Totals" column. From this count subtract the student flight ("STU FT") population.
 - (b). An Average Student Man-Year Supported. From the PFT, maintained by NGB/XOO, obtain the number of classes programmed for a year. (Count only classes more than 30 calendar days in duration.) Multiply each class by the programmed class size. This figure should then be multiplied by the class duration. The preceding should be accomplished for each programmed class. Add the products for all classes and divide the results by 250.92 (average man-days per year). The resultant figure represents the average student man-years.

5. Application Instructions:

- a. The valid man-hour range for this ANGMS is 342.48 through 570.80.
- b. The application instructions are:
 - (1) Obtain the most current value for the workload factor as outlined in paragraph 4e above.
 - (2) Substitute this value for X in the man-hour equation identified in paragraph 4d. Divide by appropriate civilian man-hour availability factor to determine the whole manpower requirements.
 - (3) To determine the appropriate Air Force Specialty Code, refer to the Standard Manpower Table at Attachment 2 of this ANGMS.
- c. This ANGMS is appropriate for use with all peacetime civilian man-hour availability factors.

6. Statement of Conditions. The conditions listed below had no affect on the development of this standard, nor will they affect future applications. Analyses of these levels of service indicate no manpower impact:

- a. Minimum response rates.
- b. Minimum manpower levels.
- c. Standardized crew complements.
- d. Safety considerations.
- e. Aircraft turn-around time.
- f. Length of waiting periods.
- g. Levels of backlog.
- h. Hours of operation.

DONALD W. SHEPPERD
Major General, USAF
Director, Air National Guard

OFFICIAL

DEBORAH GILMORE
Chief
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2 Attachments
1. Work Center Description
2. Standard Manpower Table

WORK CENTER DESCRIPTION
Visual Information

DIRECT:

1. VIDEO PRODUCTION:

1.1. PROVIDES PRE-PRODUCTION SERVICE:

1.1.1. ADVISES CUSTOMER. Determination of proper medium is made according to intended purpose, audience, and available resources. Discusses checklist items. Advises and illustrates what desired effect the finished product should portray.

1.1.2. ASSISTS IN PREPARATION OF SCRIPT AND PROJECT OUTLINE TO MEET CUSTOMER'S PRODUCTION OR DOCUMENTATION NEED.

1.1.3. ARRANGES AND COMPOSES SUBJECT. Selects proper lighting, audio technique, and props. Checks camera equipment. Sets up all lighting, camera, audio, and recording equipment.

1.2. PROVIDES PRODUCTION SERVICE:

1.2.1. PRODUCES VIDEOTAPE. Produces videotape to be used for training, briefings, public information, accident investigation, closed circuit television (CCTV) distribution, historical documentation, and recruiting and retention. Productions include both air and ground operations.

1.2.1.1. PREPARES CUE SHEET, DIRECTS ORIGINAL RECORDING, AND OPERATES VIDEO CAMERA.

1.2.1.2. OPERATES AUDIO AND VIDEO RECORDER.

1.2.2. TEARS DOWN EQUIPMENT.

1.3. PROVIDES POST-PRODUCTION SERVICE:

1.3.1. LOGS RAW VIDEO FOOTAGE TO INDIVIDUAL SCENE OR SEQUENCE AND ASSEMBLES IN SCRIPT SEQUENCE. Time codes each raw production tape.

1.3.2. SELECTS SCENE. Ensures scene reflects desired detail, angle, and interest.

1.3.3. RESHOOTS VIDEO AS NEEDED.

1.3.4. EDITS TAPE. Edits tape and adjusts the color balance of tape. May edit tape from more than one camera to produce final product.

1.3.5. EDITS FILM, SLIDE, OR VIDEO PART FOR CCTV DISTRIBUTION. Edits from movie film, sound slide, slide, or other video recording.

1.3.6. OPERATES SOUND MIXER. Synchronizes recorded narration or music to program and adds sound effect.

1.3.7. OBTAINS CUSTOMER APPROVAL OF PRODUCT.

1.3.8. DUPLICATES AUDIO AND VISUAL TAPE.

1.4. PREPARES VIDEO FOR CABLE TELEVISION/CCTV. Transmits filmed and taped CCTV production by cable to location on base.

1.4.1. SCHEDULES AND PROGRAMS CCTV TO MEET REQUIRED TIME SCHEDULE AND ORGANIZATIONAL REQUIREMENT.

1.4.2. PROGRAMS AND OPERATES COMPUTER GENERATED CHANNEL CHARACTER GENERATOR.

1.5. PERFORMS VIDEO ALERT PHOTOGRAPHY:

1.5.1. TRAVELS TO SITE.

1.5.2. FILMS INCIDENT/ACCIDENT ACTION.

1.6. OPERATES EQUIPMENT DURING AERIAL FLIGHT.

1.7. COMPLETES AF FORM 833, VISUAL INFORMATION SUPPORT REQUEST. Annotates form, notifies customer, obtains customer signature, logs AF Form 833, and files.

1.8. SECURES CLASSIFIED MATERIAL AS REQUIRED.

2. VISUAL INFORMATION LIBRARY:

2.1. UPDATES PRODUCT AS CHANGE IS RECEIVED.

2.2. CONTROLS LOCALLY PRODUCED AND COMMERCIALY PRODUCED VISUAL INFORMATION PRODUCT.

2.3. ASSISTS CUSTOMER. Helps customer in selection of proper subject and media using the Air Force VI Products Catalog and the Defense Audiovisual Information System.

2.4. MAINTAINS CUSTODY ACCOUNT FOR AUTHORIZED BASE VISUAL INFORMATION LIBRARY EQUIPMENT.

2.5. PROVIDES EQUIPMENT LOAN SERVICE TO AUTHORIZED CUSTOMER.

2.6. PROVIDES VISUAL INFORMATION EQUIPMENT AND FAMILIARIZATION TRAINING.

2.7. PERFORMS BULK ERASE OF VIDEOTAPES.

3. INSTALLATION VISUAL INFORMATION MANAGER:

3.1. REVIEWS AND COORDINATES ON VISUAL INFORMATION EQUIPMENT ALLOWANCE OR AUTHORIZATION CHANGE REQUEST FOR THE INSTALLATION.

3.2. SERVES AS MEMBER OF EQUIPMENT REVIEW AND AUTHORIZATION ACTIVITY.

3.3. SERVES AS ADVISOR FOR ALL VISUAL INFORMATION EQUIPMENT ON INSTALLATION:

3.3.1. REVIEWS AND COORDINATES ON PURCHASE REQUEST FOR VISUAL INFORMATION PRODUCT AND SERVICE.

3.3.2. MONITORS ALL VISUAL INFORMATION EQUIPMENT AND SUPPLIES WITHIN THE INSTALLATION'S JURISDICTION. Ensures that equipment/supplies are authorized and used for official purposes.

3.3.3. PREPARES VISUAL INFORMATION REPORT TO MAJOR COMMAND ACTIVITY. Acts as coordinating and reviewing official.

3.3.4. ESTABLISHES, CONTROLS, AND OPERATES PRECIOUS METALS ACTIVITY FOR THE INSTALLATION VISUAL INFORMATION SUPPORT CENTER (VISC).

3.3.5. MANAGES THE HAZARDOUS CHEMICAL PROGRAM FOR THE VISC:

3.3.5.1. PARTICIPATES IN ANNUAL SELF-INSPECTION/HIGHER HEADQUARTERS INSPECTION. Participates in inspections and completes self-inspection checklist.

3.3.5.2. PERFORMS SATELLITE ACCUMULATION SITE CHECKLIST INSPECTION.

3.3.5.3. DISPOSES OF HAZARDOUS CHEMICAL IN ACCORDANCE WITH APPLICABLE REGULATION.

3.3.6. MANAGES AND ESTABLISHES SAFETY PROGRAM.

4. PHOTOGRAPHIC SUPPORT. Provides support to include official portraits, news photography, accident investigation, documentary, public affairs, passport, and engineering photography.

4.1. PROVIDES STUDIO/LOCATION PHOTOGRAPHIC SUPPORT:

4.1.1. SCREENS, SCHEDULES, AND EVALUATES REQUIREMENT.

4.1.2. COORDINATES PHOTOGRAPHY. Discusses session with customer; advises on procedures, schedule, and transportation arrangements.

4.1.3. SELECTS, INSPECTS, AND TESTS CAMERA EQUIPMENT. Determines and uses appropriate film, lighting, and accessory equipment. Arranges lighting and composes subject, ensuring customer is properly attired.

4.1.4. OPERATES CAMERA.**4.2. PROVIDES ALERT PHOTOGRAPHY SUPPORT:**

4.2.1. COORDINATES REQUIREMENT. Reports to on-scene commander for discussion of special requirement.

4.2.2. SELECTS, INSPECTS, AND TESTS CAMERA EQUIPMENT. Determines and uses appropriate film, lighting, and accessory equipment.

4.2.3. OPERATES CAMERA.**4.2.4. TRAVELS TO AND FROM ALERT SITE.****4.3. PROVIDES COPY PHOTOGRAPHY:****4.3.1. SCREENS AND EVALUATES REQUIREMENT.**

4.3.2. COORDINATES REQUIREMENT. Discusses session with customer; advises on procedures and schedule.

4.3.3. SELECTS, INSPECTS, AND TESTS CAMERA EQUIPMENT. Determines and uses appropriate film, lighting, and accessory equipment.

4.3.4. OPERATES CAMERA.**4.4. PROVIDES ARTWORK AND SLIDE SUPPORT:****4.4.1. PROVIDES ARTWORK PHOTOGRAPHY:****4.4.1.1. SCREENS AND EVALUATES REQUIREMENT.**

4.4.1.2. COORDINATES REQUIREMENT. Discusses session with customer; advises on procedures and schedule.

4.4.1.3. SELECTS, INSPECTS, AND TESTS CAMERA EQUIPMENT. Determines and uses appropriate film, lighting, and accessory equipment.

4.4.1.4. OPERATES CAMERA.**4.4.2. PROVIDES 35 MILLIMETER (MM) SLIDE DUPLICATION:****4.4.2.1. SCREENS AND EVALUATES REQUIREMENT.**

4.4.2.2. COORDINATES REQUIREMENT. Screens slides for quality; discusses session with customer; and advises on procedures, schedule and transportation arrangements.

4.4.2.3. SELECTS, INSPECTS, AND TESTS CAMERA EQUIPMENT. Determines and uses appropriate film, lighting, and accessory equipment.

4.4.2.4. OPERATES CAMERA.

4.5. PROCESSES AND EVALUATES FILM AND PRINT:

4.5.1. PROCESSES FILM. Processes color positive and negative and black and white films.

4.5.1.1. SETS-UP PROCESSING DARKROOM. Mixes chemical as needed.

4.5.1.2. ESTABLISHES AND MAINTAINS CHEMICAL BALANCE OF PROCESSING SOLUTION. Ensures consistency in development processes.

4.5.1.3. PROCESSES COLOR POSITIVE FILM.

4.5.1.4. PROCESSES COLOR NEGATIVE FILM.

4.5.1.5. PROCESSES BLACK AND WHITE FILM.

4.5.1.6. BREAKS DOWN EQUIPMENT AND CLEANS-UP PROCESSING DARKROOM.

4.5.2. PRINTS FILM:

4.5.2.1. SETS-UP PRINTING DARKROOM. Mixes chemical as needed.

4.5.2.2. COMPOSES PRINT ACCORDING TO DESIRED FORMAT, PRINT QUALITY, AND SIZE. Selects paper grade or type and uses individual filter or filter combination with variable contrast paper.

4.5.2.3. ESTABLISHES AND MAINTAINS CHEMICAL BALANCE OF PROCESSING SOLUTION. Ensures consistency in development processes.

4.5.3. MAKES PROOF AND SELECTS FINAL PRODUCT. Notifies customer for negative review/selection.

4.5.4. MAKES PRINT.

4.5.5. BREAKSDOWN EQUIPMENT AND CLEANS-UP THE PRINTING DARKROOM.

4.6. SECURES CLASSIFIED MATERIAL AS REQUIRED.

4.7. EVALUATES AND CRITIQUES COMPLETED PROJECT.

4.8. COMPLETES AF FORM 833. Annotates form, notifies customer, obtains customer's signature, logs AF Form 833, and files along with negative.

5. QUALITY ASSURANCE. Develops processing and printing quality assurance and control procedure.

6. GRAPHICS:**6.1. SCREENS AND EVALUATES REQUIREMENT.****6.2. COLLABORATES WITH USER ON SPECIFIC PROJECT TO ENSURE OPTIMUM ILLUSTRATIVE RESULT:****6.2.1. ADVISES AND ASSISTS IN PLANNING AND PREPARATION OF GRAPHICS USING BOTH MANUAL AND AUTOMATED METHODS.****6.2.2. ADVISES AND ASSISTS IN PREPARATION OF SKETCH AND/OR LAYOUT. Ensures proper balance, contrast and type of lettering, styling, and spacing.****6.3. MANAGES, CONTROLS, AND STOCKS SELF-HELP GRAPHICS/VIDEO SECTION. Trains customer on use of equipment.****6.4. PRODUCES GRAPHICS:****6.4.1. PRODUCES VIEWGRAPH.****6.4.2. PRODUCES VISUAL AID.****6.4.3. PRODUCES HALF TONE.****6.4.4. PRODUCES FLIP CHART.****6.4.5. PRODUCES BOOK COVER.****6.4.6. PRODUCES STATUS OR WALL CHART.****6.4.7. PRODUCES SIGN.****6.4.8. PRODUCES POSTER.****6.4.9. PRODUCES PREFABRICATED CERTIFICATE.****6.4.10. PRODUCES COMPUTERIZED CERTIFICATE.****6.4.11. PRODUCES SPECIAL PROJECT.****6.4.12. PRODUCES EMBLEM.****6.5. PRODUCES AND ENSURES HIGH QUALITY OF 35MM SLIDE OR 8X10 TRANSPARENCY UTILIZING COMPUTER GRAPHICS IMAGING SYSTEM.****6.6. EVALUATES AND CRITIQUES FINAL PRODUCT.**

6.7. FORWARDS AF FORM 833 AND PRODUCT TO CUSTOMER SERVICE OR CUSTOMER.

Annotates AF Form 833, notifies customer, obtains customer's signature, logs AF Form 833, and files along with negative.

6.8. SECURES CLASSIFIED MATERIAL AS REQUIRED.

7. MOBILITY:

7.1. PREPARES FOR MOBILITY TASKING.

7.2. TRAINS MOBILITY TEAM MEMBER. Ensures all tasked assigned personnel are trained and meet all requirements in case of mobilization.

7.3. MANAGES MOBILITY EQUIPMENT. Management includes stockpiling equipment, inventorying, pallet management, ordering, and maintaining mobility location.

8. RESOURCE MANAGEMENT:

8.1. MANAGES VISUAL INFORMATION BUDGET:

8.1.1. PREPARES AND SUBMITS ANNUAL VISUAL INFORMATION BUDGET.

8.1.2. RECEIVES FUND ALLOCATION.

8.1.3. CONTROLS QUARTERLY FUND DISTRIBUTION.

8.1.4. COORDINATES ADJUSTMENT TO BUDGET.

8.1.5. MONITORS EXPENDITURE.

8.2. MAINTAINS VISUAL INFORMATION SUPPLY:

8.2.1. DETERMINES ITEM REQUIREMENT.

8.2.2. ORDERS VISUAL INFORMATION SUPPLY:

8.2.2.1. ORDERS STOCK LISTED ITEM.

8.2.2.2. ORDERS LOCAL PURCHASE ITEM.

8.2.3. RECEIVES VISUAL INFORMATION SUPPLY.

8.2.4. STORES VISUAL INFORMATION SUPPLY.

8.2.5. PERFORMS QUALITY CONTROL. Checks expiration dates.

8.3. MANAGES VISUAL INFORMATION EQUIPMENT:

8.3.1. DETERMINES REQUIREMENT. Analyzes audio-visual activity and prepares report or study concerning audio-visual performance, resource expenditure, and service requirement.

8.3.2. PROCESSES EQUIPMENT REQUEST.

8.3.3. MONITORS STATUS OF EQUIPMENT ON ORDER.

8.3.4. RECEIVES EQUIPMENT.

8.3.5. INSTALLS EQUIPMENT. Arranges for installation or installs equipment in-house.

8.3.6. PERFORMS INVENTORY CONTROL AND SCHEDULING OF PREVENTIVE MAINTENANCE. Maintains equipment custodian book/log.

8.3.7. PERFORMS PERIODIC OPERATOR MAINTENANCE AND TROUBLESHOOTING.

9. EQUIPMENT SET-UP. Ensures installation conference room, auditorium, and classroom equipment is operational to meet presentation schedule.

10. TRAVEL. Excludes travel to alert site or to aircraft for aerial flight/alert photography or video production.

10.1. PERFORMS VICINITY TRAVEL. Coordinates travel to work site, travels to work site, coordinates travel to work center, and returns to work center.

10.2. PERFORMS GEOGRAPHICALLY SEPARATED UNIT (GSU) TRAVEL. Performs associated travel to and from GSU location.

11. TRADITIONAL GUARDSMAN PROFICIENCY TRAINING:

11.1. REVIEWS INDIVIDUAL TRAINING RECORD/JOB PROFICIENCY GUIDE AND DETERMINES AND SCHEDULES/TRAINING REQUIREMENT.

11.2. ANNOTATES AF FORM 623, TRAINING RECORD.

11.3. DEVELOPS/REVIEWS TRAINING PLAN.

INDIRECT:

I1. SUPERVISION:

I1.2. SUPERVISES PERSONNEL:

I1.2.3. DIRECTS WORK CENTER ACTIVITY:

I1.2.3.1. OVERSEES WORK IN PROGRESS.

I1.3. REVIEWS INCOMING DISTRIBUTION.

I1.4. REVIEWS OUTGOING DISTRIBUTION.

I1.8. RECEIVES AND ASSISTS VISITING OFFICIAL.

I2. ADMINISTRATION:

I2.3. MAINTAINS UNCLASSIFIED CORRESPONDENCE FILE:

I2.3.1. ESTABLISHES NEW FILE.

I2.3.2. UPDATES FILE.

I2.3.3. FILES CORRESPONDENCE.

I2.3.4. REVIEWS FILE FOR DISPOSAL.

I3. MEETING:

I3.1. PREPARES FOR MEETING:

I3.1.5. PREPARES FOR WORK CENTER MEETING.

I3.2. CONDUCTS OR ATTENDS MEETING:

I3.2.5. CONDUCTS OR ATTENDS WORK CENTER MEETING.

I4. TRAINING:

I4.4. RECEIVES TRAINING.

I5. SUPPLY:

I5.4. OBTAINS EXPENDABLE SUPPLIES.

I7. CLEANUP:

I7.1. PREPARES WORK AREA.

I7.2. PUTS WORK AWAY.

